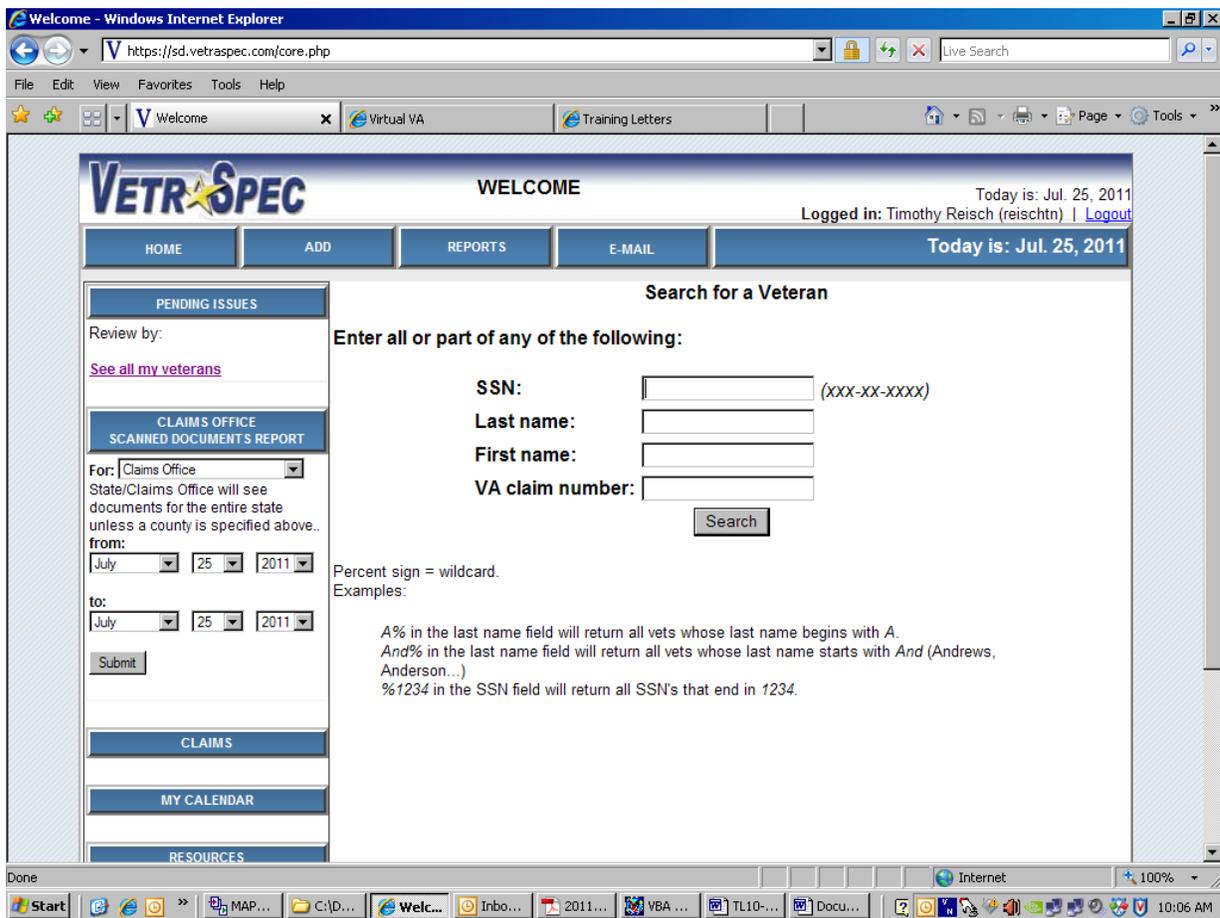


Home Page

- Whenever you click on the **Home** key it will bring you to this page...



Functions from the home page

- See all my veterans
 - By clicking this it will take you to a mass list of all the veterans assigned to you in your county.
- Claims office scanned documents report
 - In the drop down menu after for: you will select your county. You will then pick a from date and a to: date.
 - Then click on **Submit**. This will run a report of all scanned documents uploaded into Vetraspec from veterans in your county between the dates you selected.
 - This is essentially how you will check your mail. It will bring up any letters your veterans have been sent from the VA in the time period you selected.

- **Claims**
 - This will take you to a screen that will ask you a few search options to find recent claims you have submitted via the *Package a Claim* function on Vetraspec. It will allow you to see what has been done for each claim you have submitted. It also allows you to see any feedback left from the claims office about any issues that may have arisen in the process.
- **My Calendar (Optional)**
 - This will take you to a fillable calendar you can use if you wish.
- **Resources**
 - This will take you to a screen that will allow you to search the full text version of both the 38CFR and the M-21-1MR (the VA's Manual for Operations)
- **My Tasks/Control Panel**
 - You will not be using these two functions on the county level.

Add Page

- Whenever you hit the **Add** key it will bring you to this page...

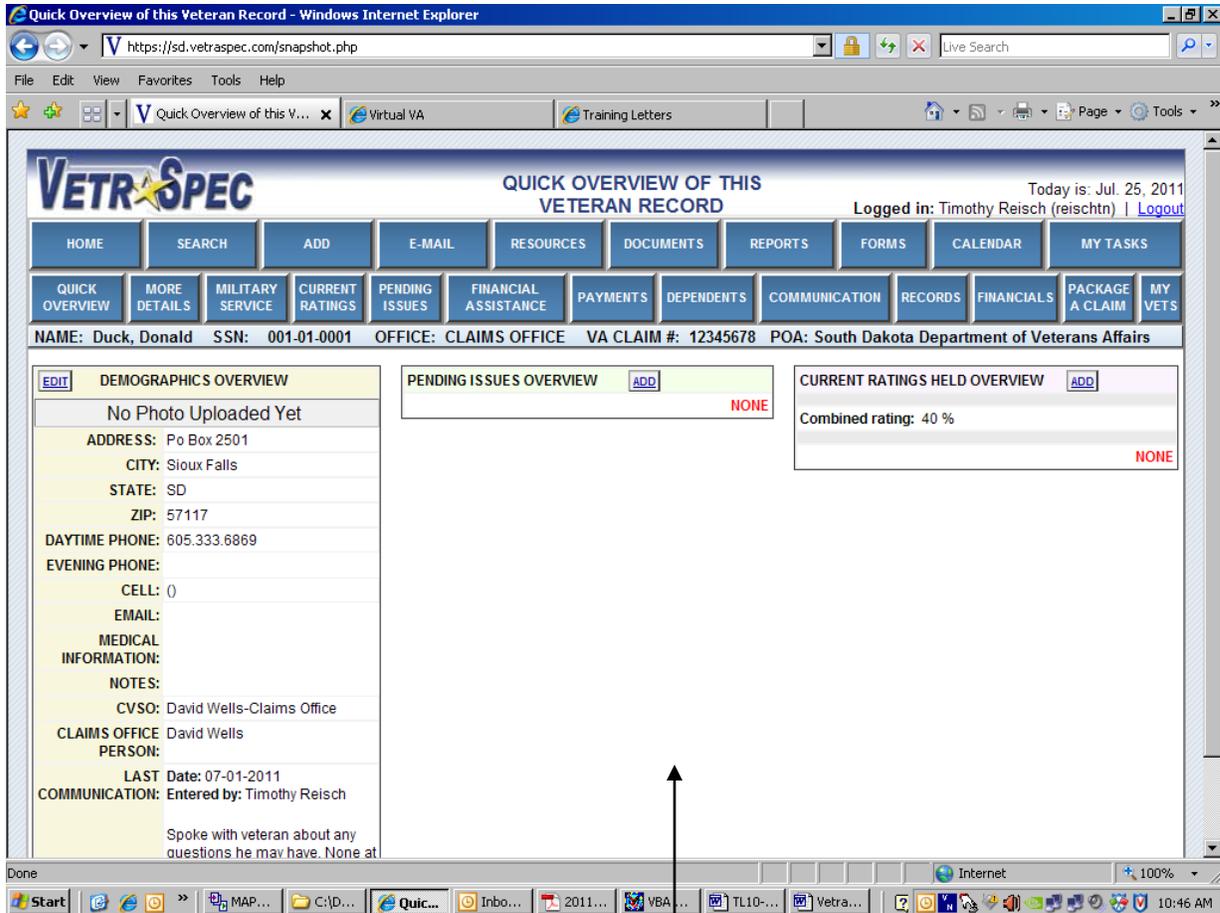
The screenshot shows a web browser window titled "Add a Veteran - Windows Internet Explorer". The address bar displays "https://sd.vetraspec.com/add.php". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows a search bar with "Live Search" and several icons. The main content area is a form titled "ADD A VETERAN" with a "Submit" button at the top. The form fields are as follows:

- SSN: [] - [] [] [] VA CLAIM NUMBER: [] DATE OF BIRTH: [Month] [Day] [Year]
- POA: [038 - South Dakota Department of Veterans Affairs] VET IS DECEASED?
- LAST NAME: [] FIRST NAME: [] MIDDLE NAME: []
- ALIAS: (A.K.A.): []
- ADDRESS: [] ADDRESS 2: [] (example: apartment or P.O. box)
- CITY: [] STATE: [SD] ZIP: []
- COUNTY: []
- DAYTIME PHONE: [] EVENING PHONE: [] CELL: []
- EMAIL: [] Photo: Click Browse to locate the photo on your hard drive. (photo will automatically be resized) [Browse...]
- THIS VETERAN HAS ANOTHER ADDRESS:
 - FROM: [] TO: []
 - OTHER ADDRESS: [] OTHER CITY: []
 - OTHER COUNTY: [] OTHER STATE: [State] OTHER ZIP: []
 - OTHER PHONE: []
- SEX: [Male] BIRTH PLACE: []
- RAILROAD RETIREMENT NUMBER: []
- EMPLOYER NAME: []
- EMPLOYER ADDRESS: []
- CLAIMS FOLDER LOCATED AT: []
- MEDICAL INFORMATION: []

- You will use this page whenever you want to add a new veteran into Vetraspec.
- You will go box by box putting in the asked information for the new veteran.
 - Ex: Social Security/File Number, DOB, etc.
- When you click on **Submit** at the bottom it will create the new veteran a page (shown below) where you can add additional information such as military service, dependent information, and/or any pending issues you may want to add to the veteran's page.

New Veterans Page

- The newly created veterans page looks like...



New Veterans Page (Cont)

- We will now go step by step through each tab available at the top of this page.
 - We will start with the bottom line of tabs.

Quick Overview

- The **Quick Overview** page is shown above...
- This will take you to a page that gives a general overview of the veteran.
- On the left side this page shows a **demographics** overview that shows the veterans address and phone number, along with any notes left on that particular veteran.
- Also it shows both the CVSO for the veteran and the Claims Office Person in Sioux Falls that the veteran is assigned to.
- Finally it shows the last communication done with the veteran.

More Details

- This will take you to a page that contains a bit more in depth overview of the veterans demographic information.
- It shows death information if applicable, along with alternative claimant information if the veteran is not the claimant. (EX: Widows Pension, DIC, etc)
 - Note: If you click on **Edit** on any of these overviews it will take you to a page that will allow you to edit/update any information in the veterans file.
- The **More Details** page is shown below...

DETAILS

VETERAN DETAILS [Edit](#)

POA: 038 DATE:

ADDRESS: Po Box 2501

CITY/STATE/ZIP: Sioux Falls, SD 57117

COUNTY:

DAYTIME PHONE: 605.333.8889 EVENING:

CELL: 0

EMAIL:

SEX: Male

BIRTH PLACE:

EMPLOYER NAME:

EMPLOYER ADDRESS:

RAILROAD RETIREMENT NUMBER:

OFFICE AND CVSO INFORMATION

CLAIMS FOLDER LOCATED AT:

OFFICE OR COUNTY: claims Office

RECORD ORIGINALLY ENTERED BY: ~~Mo~~Mothy Reich (Claims Office), on Nov. 24, 2010

LAST EDITED BY: ~~Kristie~~Kristie Steen (Claims Office), on Jul. 11, 2011

CVSO: David Wells (Claims Office)

CLAIMS OFFICE PERSON: David Wells (Claims Office)

HANDLING CLAIM:

DEATH AND BURIAL INFORMATION [Add](#)

DEATH DATE:

CAUSE 1:

CAUSE 2:

CAUSE 3:

CAUSE 4:

CAUSE 5:

BURIAL DATE:

BURIAL LOCATION:

CEMETERY NAME:

CEMETERY CITY:

STATE:

RANGE / GRAVE:

HEADSTONE:

CLAIMANT [Add](#)

NAME:

ADDRESS:

CITY / STATE:

ZIP:

PHONE:

RELATIONSHIP TO VETERAN:

SSN:

DATE OF BIRTH:

Military Service

- This will take you to a screen that shows the military service details of the veteran.
- The **Military Service** screen looks like...

MILITARY SERVICE DETAILS
TOTAL PERIODS OF SERVICE: 1

[EDIT THIS RECORD](#) [ADD A NEW RECORD](#)

SERVICE DETAILS

SERVICE NUMBER:	12345678	DATE ENTERED:	Jan. 01, 2005	PLACE ENTERED:	Sioux Falls, SD
BRANCH:	Army	DATE SEPARATED:	Jan. 03, 2010	PLACE SEPARATED:	Ft. Leonard Wood
RATE / RANK:	E3	ACTIVE NOW?	No	CONFLICT:	Not applicable
DD214:	Yes	RETIRED STATUS:	Not applicable	SEPARATION PAY:	\$0.00
CHARACTER OF SERVICE:	Honorable	DISABILITY SEVERENCE PAY:	\$0.00		

POW DETAILS

POW CITY:	FROM:	TO:
-----------	-------	-----

NATIONAL GUARD DETAILS

GUARD SERVICE NUMBER:	DATE ENTERED:	PLACE ENTERED:
GUARD RANK:	DATE SEPARATED:	PLACE SEPARATED:
GUARD ADDRESS:		

RESERVE DETAILS

RESERVE STATUS:	Not applicable	RESERVE ENTERED DATE:		RESERVE SEPARATION DATE:	
RESERVE SERVICE NUMBER:		PLACE ENTERED:		PLACE SEPARATED:	
RESERVE BRANCH:	Other	RESERVE RATE/RANK:		OBLIGATION FROM:	
				OBLIGATION TO:	

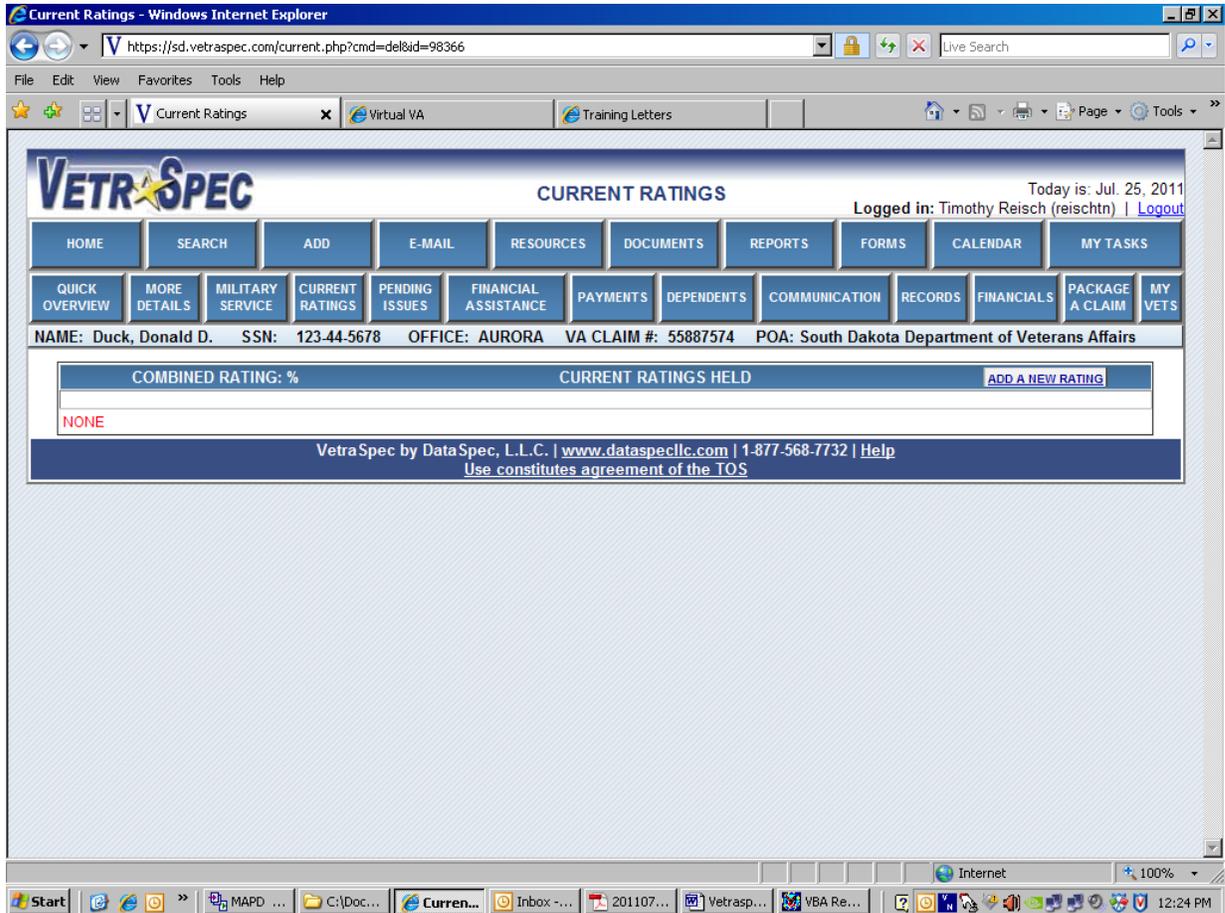
MILITARY RECORDS

SMR (SERVICE MEDICAL RECORDS) LOCATED IN:

- This screen shows dates of service, character of service, Rank, Etc.
- To edit the veterans military record you can click on **EDIT THIS RECORD** in the top left hand corner of the screen.
- If you need to add another period of service to the veterans record you can click on **ADD A NEW RECORD**.

Current Ratings

- This will take you to a screen showing the current ratings of the veteran.
- When creating a new veteran this will be blank and look like this...



- If you want to add a rating you click on the **ADD A NEW RATING** tab in the upper right hand corner.
 - NOTE: This is usually already input for you by the Claims Office.

- When looking at an existing veteran who is already service connected for multiple conditions, the **Current Ratings** screen will look like...

Current Ratings - Windows Internet Explorer

https://sd.vetraspec.com/current.php

File Edit View Favorites Tools Help

Current Ratings Virtual VA Training Letters

HOME SEARCH ADD E-MAIL RESOURCES DOCUMENTS REPORTS FORMS CALENDAR MY TASKS

QUICK OVERVIEW MORE DETAILS MILITARY SERVICE CURRENT RATINGS PENDING ISSUES FINANCIAL ASSISTANCE PAYMENTS DEPENDENTS COMMUNICATION RECORDS FINANCIALS PACKAGE A CLAIM MY VETS

NAME: Duck, Donald SSN: 001-01-0001 OFFICE: CLAIMS OFFICE VA CLAIM #: 12345678 POA: South Dakota Department of Veterans Affairs

COMBINED RATING: 40% CURRENT RATINGS HELD [ADD A NEW RATING](#)

RECIPIENT: Veteran	% GRANTED: 30%	EDIT DELETE
TYPE: Compensation - Direct	DIAG CODE/NAME: 9411 NEUROLOGICAL CONDITIONS AND CONVULSIVE DISORDERS - Anxiety Disorders - Post-traumatic stress disorder	IS BILATERAL? No
EFFECTIVE DATE: Jul. 27, 2002	DATE STOPPED:	FUTURE EXAM:
NOTES: PTSD		
RECIPIENT: Veteran	% GRANTED: 10%	EDIT DELETE
TYPE: Compensation - Direct	DIAG CODE/NAME: 6100	IS BILATERAL? No
EFFECTIVE DATE: Jul. 27, 2002	DATE STOPPED:	FUTURE EXAM:
NOTES: Hearing Loss, Left Ear		
RECIPIENT: Veteran	% GRANTED: 10%	EDIT DELETE
TYPE: Compensation - Direct	DIAG CODE/NAME: 6260 THE EAR - Tinnitus, recurrent -	IS BILATERAL? No
EFFECTIVE DATE: Jul. 27, 2002	DATE STOPPED:	FUTURE EXAM:
NOTES: Tinnitus		

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Use constitutes agreement of the TOS

Done Internet 100%

Start MAPD ... C:\Doc... Curren... Inbox -... 201107... Vetrasp... VBA Re... 12:24 PM

- This goes into detail about each disability, the % rated, the effective date of the rating, and any notes about the condition.
- This screen also shows the combined rating % in the upper left hand corner.

Pending Issues

- This will take you to a screen that shows the pending issues of the veteran, both open and closed.
- For a new veteran this screen looks like...

The screenshot shows a web browser window titled "Pending Issues - Windows Internet Explorer" with the URL "https://sd.vetraspec.com/pending.php". The page header includes the VETASPEC logo, the title "PENDING ISSUES", and the date "Today is: Jul. 25, 2011". The user is logged in as "Timothy Reisch (reischn)" with a "Logout" link. A navigation menu contains buttons for HOME, SEARCH, ADD, E-MAIL, RESOURCES, DOCUMENTS, REPORTS, FORMS, CALENDAR, and MY TASKS. A secondary menu includes QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, CURRENT RATINGS, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIALS, PACKAGE A CLAIM, and MY VETS. The user's information is displayed as: NAME: Duck, Donald D., SSN: 123-44-5678, OFFICE: AURORA, VA CLAIM #: 55887574, POA: South Dakota Department of Veterans Affairs. The main content area is titled "PENDING AND NON-FAVORABLE, CLOSED ISSUES" and contains two sections: "PENDING ISSUES" and "'NON-FAVORABLE', 'CONFIRMED AND CONTINUED' AND 'CLOSED' ISSUES:", both showing "NONE". An "ADD" button is located in the upper right corner of the main content area. The footer includes "VetraSpec by DataSpec, L.L.C. | www.dataspecllc.com | 1-877-568-7732 | Help" and "Use constitutes agreement of the TOS". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 1:09 PM.

- If you want to add any pending issues for this veteran you will click on **Add** in the upper right hand corner.

- When you click on **Add** the following screen will appear...

The screenshot shows a web browser window titled "Add Pending Issue - Windows Internet Explorer". The address bar shows "https://sd.vetraspec.com/addpending.php". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page has a navigation menu with buttons for QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, CURRENT RATINGS, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIALS, PACKAGE A CLAIM, and MY VETS. Below the navigation menu, the user's information is displayed: NAME: Duck, Donald, SSN: 001-01-0001, OFFICE: CLAIMS OFFICE, VA CLAIM #: 12345678, POA: South Dakota Department of Veterans Affairs. The main form area is titled "ADD PENDING ISSUE" and contains several sections: "ISSUES - ADD ONE PER LINE" (a table with multiple empty rows, circled in red), "RECIPIENT:" (a dropdown menu set to "Veteran"), "ORIGINAL OR REOPENED?" (a dropdown menu set to "Original"), and "CLOSED?" (a dropdown menu set to "No"). Below these are "REVIEW BY:" (Month, Day, Year dropdowns) and "DATE FILED" (Month, Day, Year dropdowns). Further down are "STATUS" (a dropdown menu set to "In progress"), "RATING RECEIVED" (Month, Day, Year dropdowns), "NOD FILED" (Month, Day, Year dropdowns), "SOC RECEIVED" (Month, Day, Year dropdowns), "FORM 9 FILED" (Month, Day, Year dropdowns), "REMAND" (Month, Day, Year dropdowns), and "BVA" (Month, Day, Year dropdowns). There is also a "NOTES:" section with a rich text editor and a "Path:" label. A "Save" button is located at the bottom of the form. The footer of the page reads "VetraSpec by DataSpec, L.L.C. | www.dataspecllc.com | 1-877-568-7732 | Help Use constitutes agreement of the TOS". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 1:49 PM.

- You will add each issue on the left hand part of the screen (Circled Above)
 - Each issue that goes in will be for a particular condition.
 - EX: Tinnitus, Depression, Headaches
- You will then enter additional information on the right hand side of the screen, such as...
 - Recipient (Veteran, Spouse, Etc.)
 - Original or Re-Opened (Original for new claim, Re-Opened for increase etc.)
 - Closed (Yes or No) (Should always be No for ongoing issues)
 - Date Filed (Date you filed the claim)
 - Status (In progress, Favorable, Non-Favorable, etc) (Should always be In Progress for ongoing issues)
 - Notes (Any other info you want added in the pending issue.)

- The other information such as...
 - Rating Received
 - NOD Filed
 - SOC Received
 - Form 9 Filed
 - Remand
 - BVA
- These will all be entered by the Claims office staff only upon the rating of the veterans claim.
- An example screen of what it should look like when you add pending issues is shown below...

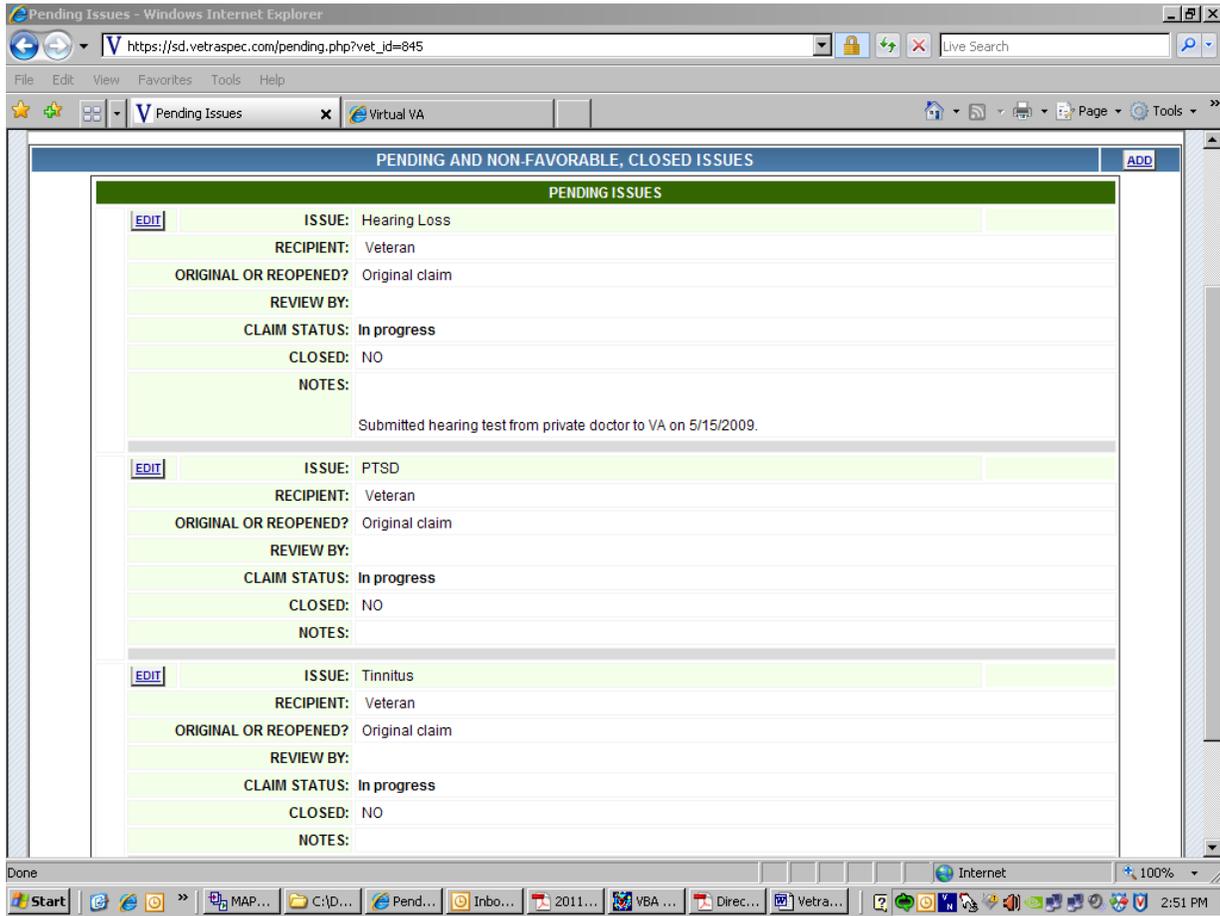
The screenshot shows a web browser window titled 'Add Pending Issue - Windows Internet Explorer'. The address bar shows the URL 'https://sd.vetraspec.com/addpending.php'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page has a navigation bar with tabs for 'QUICK OVERVIEW', 'MORE DETAILS', 'MILITARY SERVICE', 'CURRENT RATINGS', 'PENDING ISSUES', 'FINANCIAL ASSISTANCE', 'PAYMENTS', 'DEPENDENTS', 'COMMUNICATION', 'RECORDS', 'FINANCIALS', 'PACKAGE A CLAIM', and 'MY VETS'. Below the navigation bar, the user's information is displayed: 'NAME: Duck, Donald', 'SSN: 001-01-0001', 'OFFICE: CLAIMS OFFICE', 'VA CLAIM #: 12345678', and 'POA: South Dakota Department of Veterans Affairs'. The main form area is titled 'ADD PENDING ISSUE' and contains the following sections:

- ISSUES - ADD ONE PER LINE:** A list of text boxes containing 'Hearing Loss, Left Ear', 'Tinnitus', and 'PTSD'.
- RECIPIENT:** A dropdown menu set to 'Veteran'.
- ORIGINAL OR REOPENED?:** A dropdown menu set to 'Original'.
- CLOSED?:** A dropdown menu set to 'No'.
- REVIEW BY:** A date selection field with dropdowns for 'Month', 'Day', and 'Year', and a checkbox for 'Remind me of this date (put in "My Tasks"). Task description:'.
- DATE FILED:** A date selection field with dropdowns for 'Month', 'Day', and 'Year'.
- STATUS:** A dropdown menu set to 'In progress'.
- RATING RECEIVED:** A date selection field with dropdowns for 'Month', 'Day', and 'Year'.
- NOD FILED:** A date selection field with dropdowns for 'Month', 'Day', and 'Year'.
- SOC RECEIVED:** A date selection field with dropdowns for 'Month', 'Day', and 'Year'.
- FORM 9 FILED:** A date selection field with dropdowns for 'Month', 'Day', and 'Year'.
- REMAND:** A date selection field with dropdowns for 'Month', 'Day', and 'Year'.
- BVA:** A date selection field with dropdowns for 'Month', 'Day', and 'Year'.
- NOTES:** A text area containing the text 'All treatment done at the Sioux Falls VAMC.' and a 'Path: p' label.

At the bottom of the form is a 'Save' button. The footer of the page contains the text 'VetraSpec by DataSpec, L.L.C. | www.dataspecllc.com | 1-877-568-7732 | Help' and 'Use constitutes agreement of the TOS'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '2:47 PM'.

- As you can see above you will only fill out the information you know, once you have submitted all this information you will click on **Save**

- After selecting save the following screen will appear...



- The pending issues screen will now show a box for each condition you have named in the previous screen.

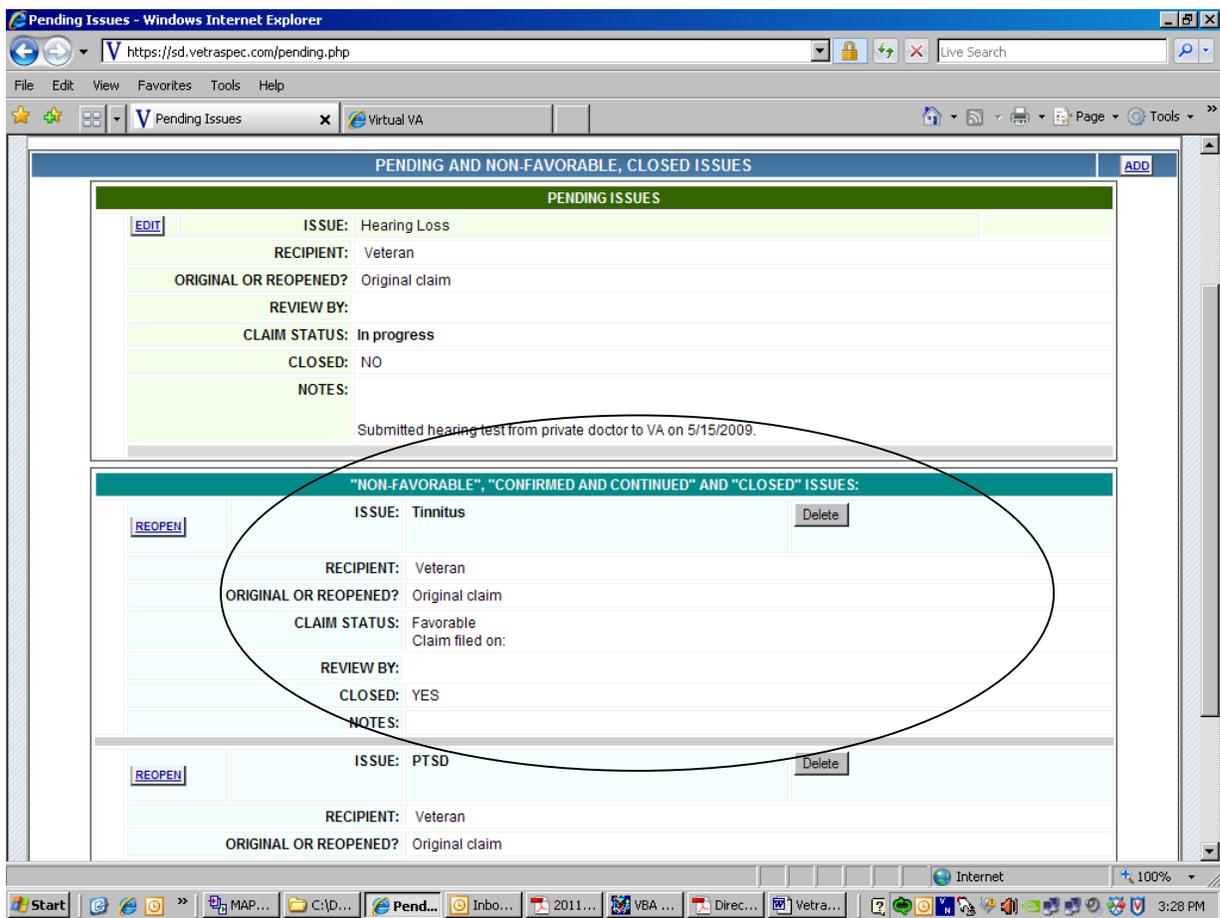
Open/Closed Issues

- There are two types of pending issues, open and closed
- First we will look at open pending issues
 - An open pending issue is an issue that is current and ongoing.
 - Examples of this are new comp claims, files for increase, active appeals, or any issue that is currently active in the VA system.
 - These open pending issues appear at the top of the **Pending Issues** screen in the dark green box.
 - An example of an open pending issue is circled in the screen shown below...

The screenshot displays a web browser window titled "Pending Issues - Windows Internet Explorer" with the URL "https://sd.etraspec.com/pending.php". The page content is organized into two main sections:

- PENDING ISSUES (Dark Green Header):** This section contains one entry for "Hearing Loss". The details for this entry are: RECIPIENT: Veteran, ORIGINAL OR REOPENED?: Original claim, REVIEW BY: (blank), CLAIM STATUS: In progress, CLOSED: NO, and NOTES: Submitted hearing test from private doctor to VA on 5/15/2009. This entry is circled in black.
- "NON-FAVORABLE", "CONFIRMED AND CONTINUED" AND "CLOSED" ISSUES: (Teal Header):** This section contains two entries:
 - Tinnitus:** RECIPIENT: Veteran, ORIGINAL OR REOPENED?: Original claim, CLAIM STATUS: Favorable (Claim filed on:), REVIEW BY: (blank), CLOSED: YES, NOTES: (blank). Includes a "REOPEN" button and a "Delete" button.
 - PTSD:** RECIPIENT: Veteran, ORIGINAL OR REOPENED?: Original claim, REVIEW BY: (blank), CLOSED: (blank), NOTES: (blank). Includes a "REOPEN" button and a "Delete" button.

- We will now look at closed pending issues.
 - A closed pending issue is an old issue that has already been resolved.
 - These can be favorable or non-favorable
 - The reason we have these old closed issues is to give us the ability to look at what the veteran has filed a claim for in the past.
 - These closed issues will show both favorable conditions (conditions granted service connection) and non-favorable conditions (conditions not granted service connection)
 - Closed pending issues appear below the open pending issues in the lighter green boxed in area of the **Pending Issues** page.
 - An example of what a closed pending issue looks like is circled in the screen shown below...



Financial Assistance

- We are not currently using this tab

Payments

- This will take you to a screen that shows the up to date payment information of the veteran
- The **Payments** screen looks like...

The screenshot shows a web browser window titled "PAYMENTS - Windows Internet Explorer" with the URL "https://sd.vetraspec.com/payments.php". The page header includes the VETASPEC logo, the title "PAYMENTS", and the date "Today is: Jul. 25, 2011". A user is logged in as "Timothy Reisch (reischtn)" with a "Logout" link. A navigation menu contains buttons for HOME, SEARCH, ADD, E-MAIL, RESOURCES, DOCUMENTS, REPORTS, FORMS, CALENDAR, and MY TASKS. A secondary menu includes QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, CURRENT RATINGS, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIALS, PACKAGE A CLAIM, and MY VETS. User information is displayed: NAME: Duck, Donald; SSN: 001-01-0001; OFFICE: CLAIMS OFFICE; VA CLAIM #: 12345678; POA: South Dakota Department of Veterans Affairs. The main content area is titled "PAYMENTS" and features an "ADD A PAYMENT" button. A table lists payment records:

RECIPIENT	START DATE	STOPPED DATE	REFERENCE	AMOUNT	NOTES	
Veteran	Jun. 04, 2006	Jun. 04, 2006	Retroactive	\$1,250.00	Retro Payment	EDIT DELETE
Veteran	Jul. 05, 2005		Compensation - Direct	\$541.00		EDIT DELETE

At the bottom of the page, it says "VetraSpec by DataSpec, L.L.C. | www.dataspecllc.com | 1-877-568-7732 | Help" and "Use constitutes agreement of the TOS". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 3:32 PM.

- This screen shows the amount that the veteran receives monthly.
- It also shows the start date of the payment along with the type of payment received (Compensation/Pension)
- This screen also shows any retroactive payments the veteran has received in the last year.
- The Claims Office staff members are the only individuals authorized to edit payment information on veterans.
- CVSO's will only be able to view the payment amounts.

Dependents

- This takes you to a screen that shows the dependents of the veteran.
- When you click on the **Dependents** tab the following screen appears...

The screenshot shows the VETRSPEC DEPENDENTS web application. The page title is "DEPENDENTS" and the user is logged in as Timothy Reisch (reischtn). The navigation menu includes tabs for HOME, SEARCH, ADD, E-MAIL, RESOURCES, DOCUMENTS, REPORTS, FORMS, CALENDAR, and MY TASKS. Below the navigation menu, there are buttons for QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, CURRENT RATINGS, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIALS, PACKAGE A CLAIM, and MY VETS. The user's information is displayed as NAME: Duck, Donald, SSN: 001-01-0001, OFFICE: CLAIMS OFFICE, VA CLAIM #: 12345678, POA: South Dakota Department of Veterans Affairs. The main content area shows a list of dependents with the following details: NAME: Duck, Daffy, RELATIONSHIP: Spouse, ANCILLIARY BENEFITS: (empty), DATE OF BIRTH: Feb. 23, 1976, PLACE OF BIRTH: (empty), SOC. SEC. #: 001-05-0000, MARRIAGE DATE: Apr. 23, 1994, MARRIAGE PLACE: (empty), DATE OF DEATH: (empty), PLACE OF DEATH: (empty), DATE OF DIVORCE: (empty), PLACE OF DIVORCE: (empty). There are buttons for EDIT, DELETE, and ADD. An arrow points from the ADD button in the top right of the dependent list to the ADD button in the navigation menu.

- On this screen you can see the veterans dependents...
 - Name
 - Relationship (Spouse, Child, Etc.)
 - DOB
 - Social Security Number
 - Other important dates (marriage, death, etc)
- If you want to add a dependent you will click on **Add** in the upper right hand corner of the screen.

- When you click on **Add** the following screen will appear...

The screenshot shows a web browser window titled "Add a Dependent - Windows Internet Explorer". The address bar shows "https://sd.vetraspec.com/adddep.php". The form is titled "ADD A DEPENDENT" and contains the following fields:

- FIRST NAME: [Text Input]
- MIDDLE NAME: [Text Input]
- LAST NAME: [Text Input]
- RELATIONSHIP TO VETERAN: [Dropdown Menu, currently "Not related"]
- DATE OF BIRTH: [Month] [Day] [Year] (all dropdowns)
- PLACE OF BIRTH: [Text Input]
- SOC. SEC. #: [Text Input]
- MARRIAGE DATE: [Month] [Day] [Year] (all dropdowns)
- MARRIAGE PLACE: [Text Input]
- DATE OF DEATH: [Month] [Day] [Year] (all dropdowns)
- PLACE OF DEATH: [Text Input]
- DATE OF DIVORCE: [Month] [Day] [Year] (all dropdowns)
- PLACE OF DIVORCE: [Text Input]
- THIS PERSON IS ALSO A CLAIMANT:
- ADDRESS: [Text Input]
- ADDRESS 2: [Text Input]
- CITY: [Text Input] State: [Dropdown Menu] ZIP: [Text Input]
- PHONE: ([Text Input]) [Text Input]

At the bottom center of the form is a blue button labeled "Add". An arrow points from this button to the "Add" button mentioned in the text below.

- On this screen you simply add all known information in the dependent.
- When you are finished you will click on **Add** which will save the new dependent in the veterans page.
- Please note that even if you add a dependent in Vetraspec you will still need to notify the VA of the new dependent.

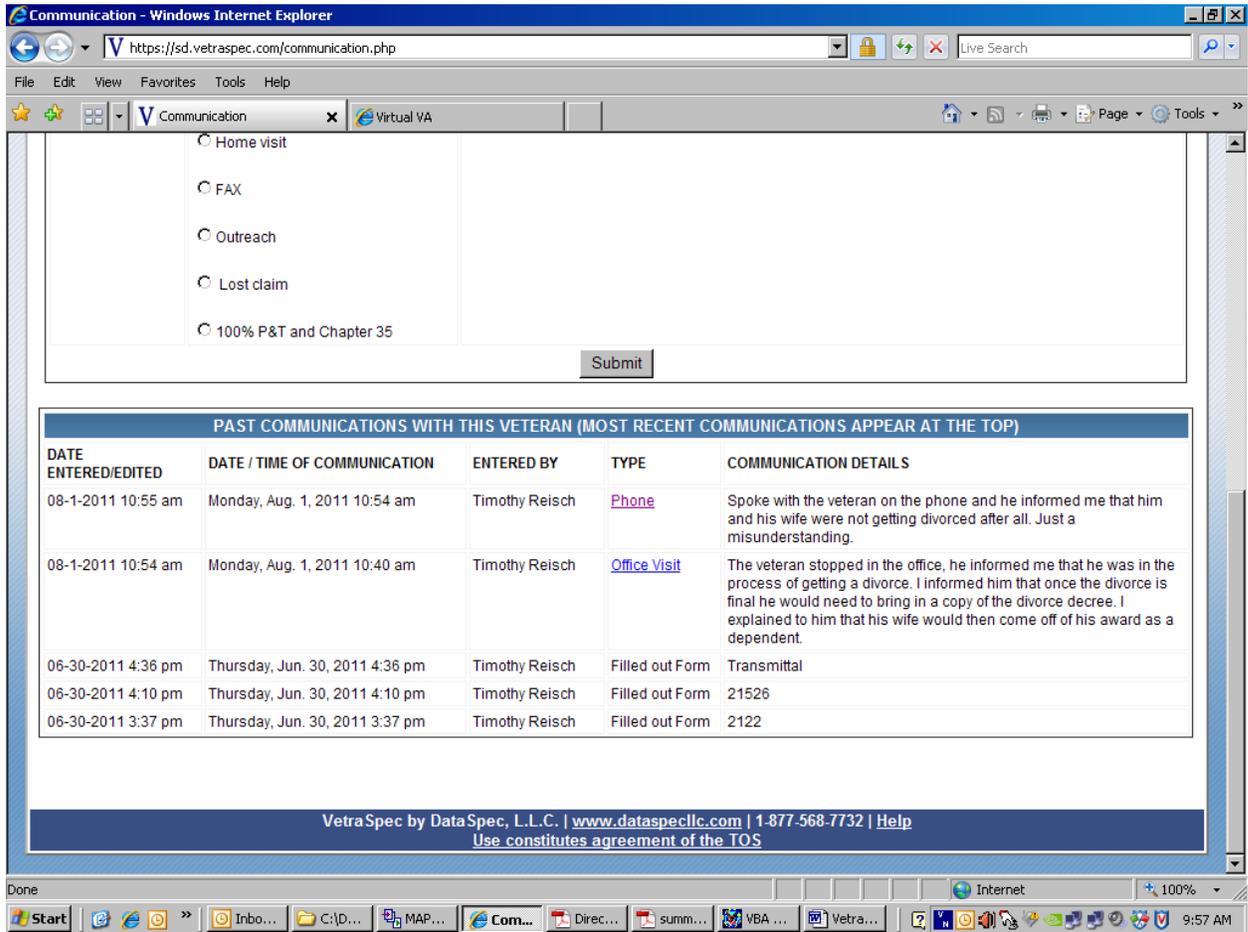
Communication

- The **Communication** tab is one of the functions on Vetraspec you will use the most.
- It is a way for you to stay in contact with the claims office that has been done on your claim.
- It is also an area on each veterans page where you can leave yourself notes as to what you have all done with the veterans claim.
- After clicking on the **Communication** tab the following screen will appear...

The screenshot shows a web browser window titled "Communication - Windows Internet Explorer" with the URL "https://sd.vetraspec.com/communication.php". The page displays a "NEW COMMUNICATION" form. At the top, there is a "NAME:" field and a "Submit" button. Below this, the form is divided into sections. On the left, under "TYPE:", there is a list of radio button options: Office visit (selected), VA communication, CVS0 communication, Phone, Incoming mail, E-mail, Other, Outgoing mail, Home visit, FAX, Outreach, Lost claim, and 100% P&T and Chapter 35. To the right of these options, there is a "DATE:" field with dropdown menus for month (August), day (1), and year (2011), and a "TIME:" field with dropdown menus for hour (10), minute (40), and AM/PM (a.m.). Below the date and time fields is a rich text editor with a toolbar containing bold, italic, underline, and other formatting options. A "Path:" field is located below the text editor. At the bottom of the form, there is another "Submit" button. A circle is drawn around the "TYPE:" options, and an arrow points from the "Submit" button at the bottom to the text editor area.

- There are numerous different types of communication you can use. They are located in the circled area above.
- When leaving communication feedback you will choose one type of communication from the circled area, then you will type your message into the text box.
- Once you have the message typed in the text box you will click on **Submit**.
- The Communication you have left will be saved at the bottom of the **Communication** screen.

- An example of what saved communications look like at the bottom of the screen is...



- This part of the screen shows all activity that has been done on the veteran recently.
- It shows the date and time the action occurred, and who entered the communication.
- It also shows the type of communication
 - Ex: Forms that were filled out, Office Visit, Phone Calls, and Transmittals sent Etc.
- The communication detail shows either the message left or the form number that was filled out.
- As you can see this portion of the page allows you to read through and get up to date with all that has been done with the veteran.
- You can read and leave any notes you find relevant.

- Vetraspec will always save the most recent communication and have it show up on the **Quick Overview** page
- This will look like...

Quick Overview of this Veteran Record - Windows Internet Explorer

https://sd.vetraspec.com/snapshot.php?vet_id=845

File Edit View Favorites Tools Help

Quick Overview of this V... x Virtual VA

HOME SEARCH ADD E-MAIL RESOURCES DOCUMENTS REPORTS FORMS CALENDAR MY TASKS

QUICK OVERVIEW MORE DETAILS MILITARY SERVICE CURRENT RATINGS PENDING ISSUES FINANCIAL ASSISTANCE PAYMENTS DEPENDENTS COMMUNICATION RECORDS FINANCIALS PACKAGE A CLAIM MY VETS

NAME: Duck, Donald SSN: 001-01-0001 OFFICE: CLAIMS OFFICE VA CLAIM #: 12345678 POA: South Dakota Department of Veterans Affairs

DEMOGRAPHICS OVERVIEW

No Photo Uploaded Yet

ADDRESS: Po Box 2501
CITY: Sioux Falls
STATE: SD
ZIP: 57117
DAYTIME PHONE: 605.333.6869
EVENING PHONE:
CELL: ()
EMAIL:
MEDICAL INFORMATION:
NOTES:
CVSO: David Wells-Claims Office
CLAIMS OFFICE PERSON: David Wells
LAST Date: 07-01-2011
COMMUNICATION: Entered by: Timothy Reisch

Spoke with veteran about any questions he may have. None at this time

PENDING ISSUES OVERVIEW

ISSUE: HEARING LOSS

RECIPIENT: Veteran
ORIGINAL OR REOPENED?: Original claim
CLAIM STATUS: In progress
REVIEW BY:
NOTES: Submitted hearing test from private doctor to VA on 5/15/2009.

CURRENT RATINGS HELD OVERVIEW

Combined rating: 40 %

NONE

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Start Inbo... C:\D... MAP... Quic... Direc... summ... VBA... Vetra... Internet 100% 10:17 AM

Records

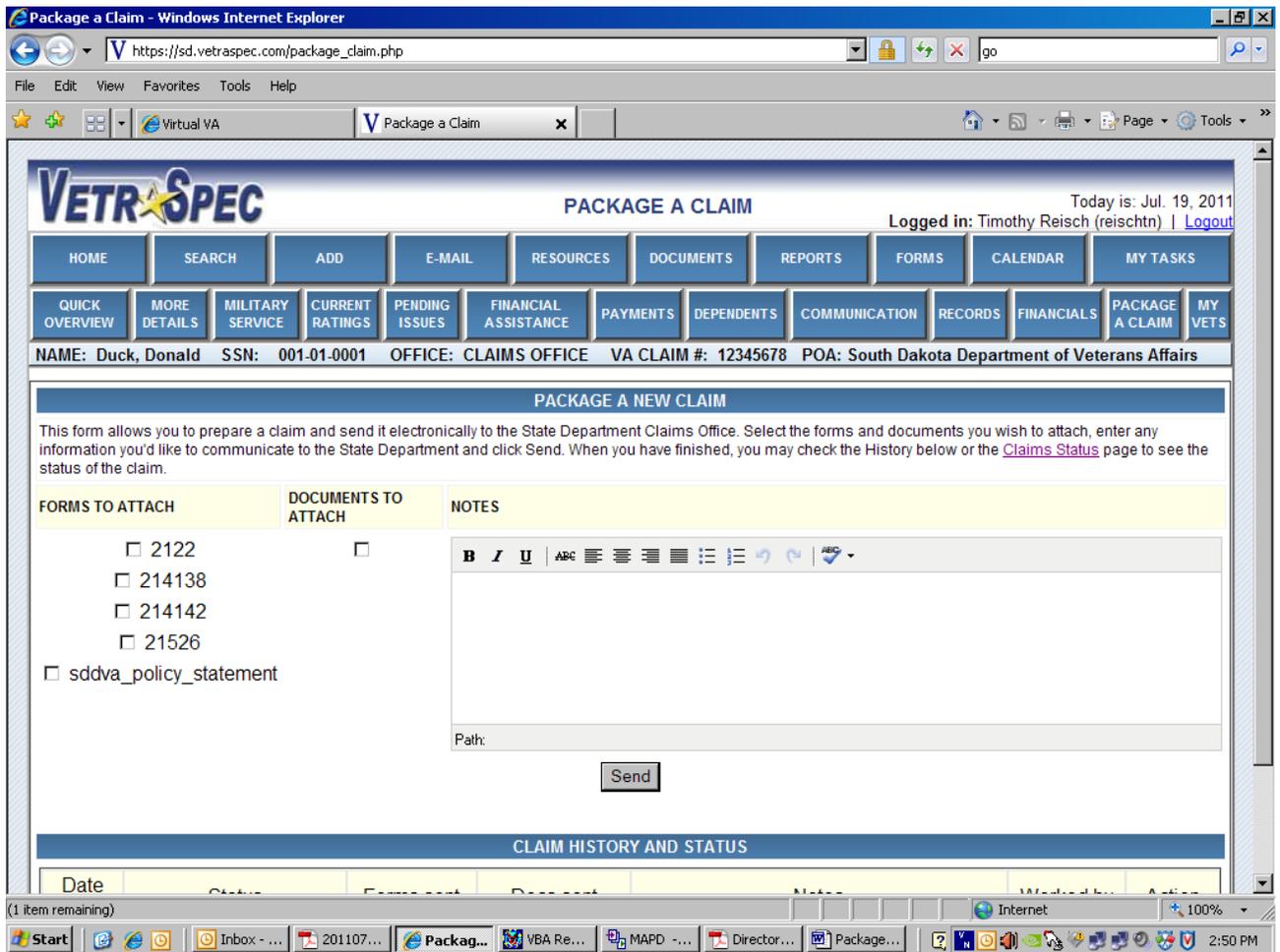
- We are not currently using this tab in Vetraspec

Financials

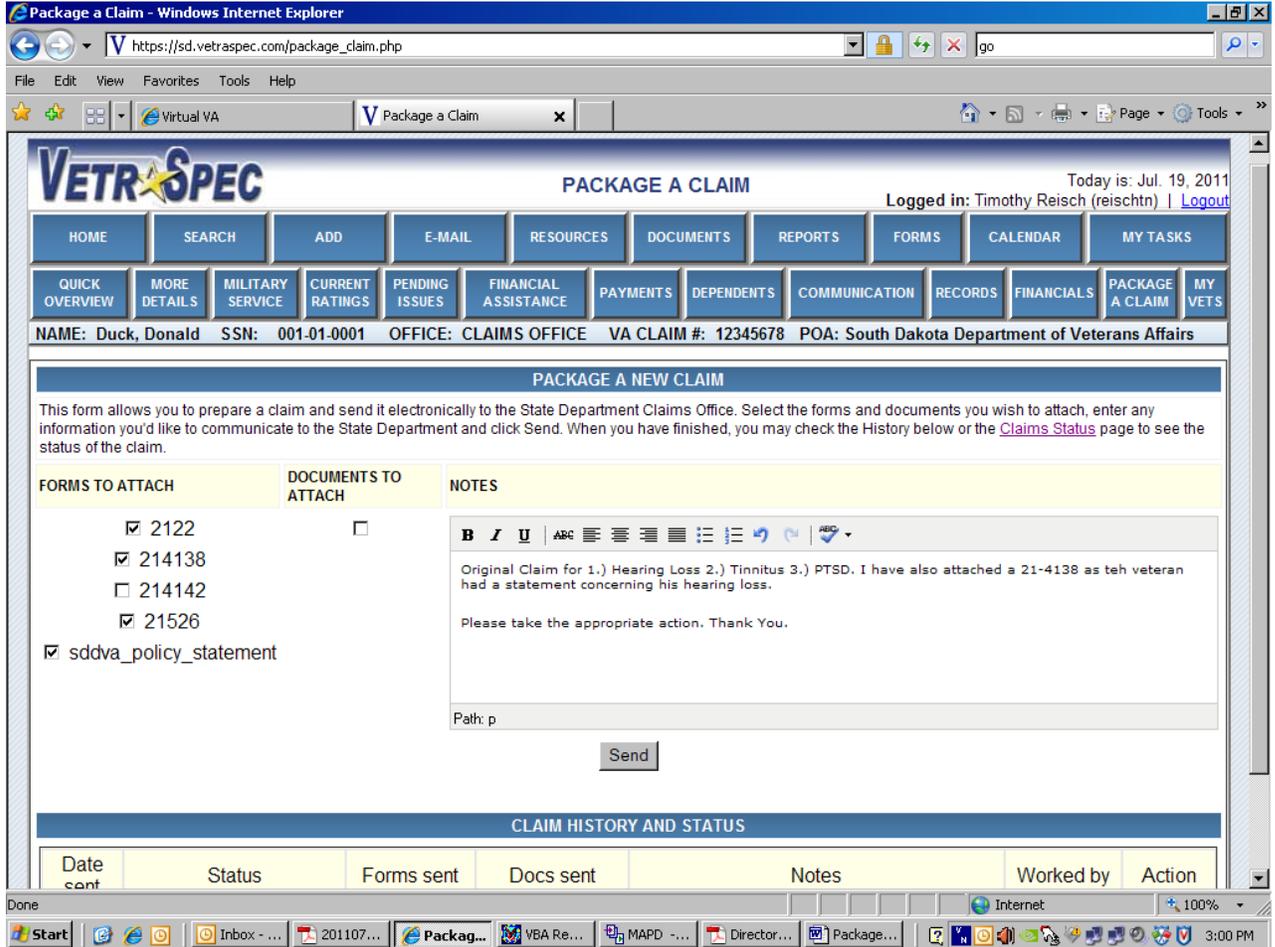
- We are not currently using this tab in Vetraspec

Package a Claim

- This is the feature that you will use to submit claims through the Vetraspec system.
- The screen that appears when you click on the **Package a Claim** tab looks like...

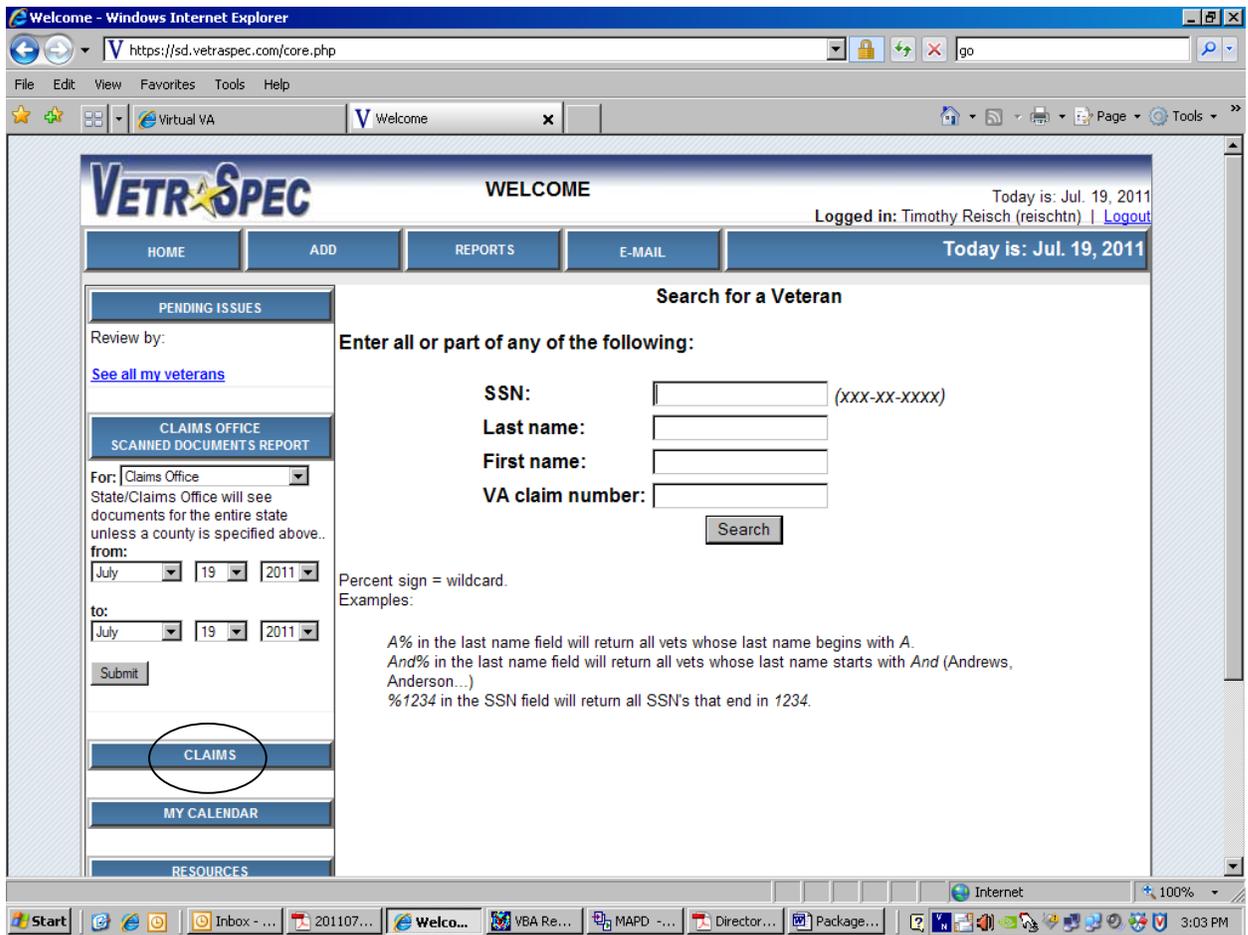


- This screen allows you to pick the forms you want added into the claim you will submit.
 - NOTE: Only the forms you have completed and saved in Vetraspec will appear in this window
- You will then check the forms you want added in the claim. This screen also gives you the option to attach any scanned documents you may want to add to the claim. (Birth/Marriage/Death Certificates etc.)
- Finally, this screen will allow you to write ant message you want to give to the claims office that is pertinent information to the claim you are submitting.
- The following screen is an example of what it will look like when you are ready to submit the claim...



- As shown above, once the desired forms/documents are selected and a brief note explaining the action you want taken is given, you click on **Send**.

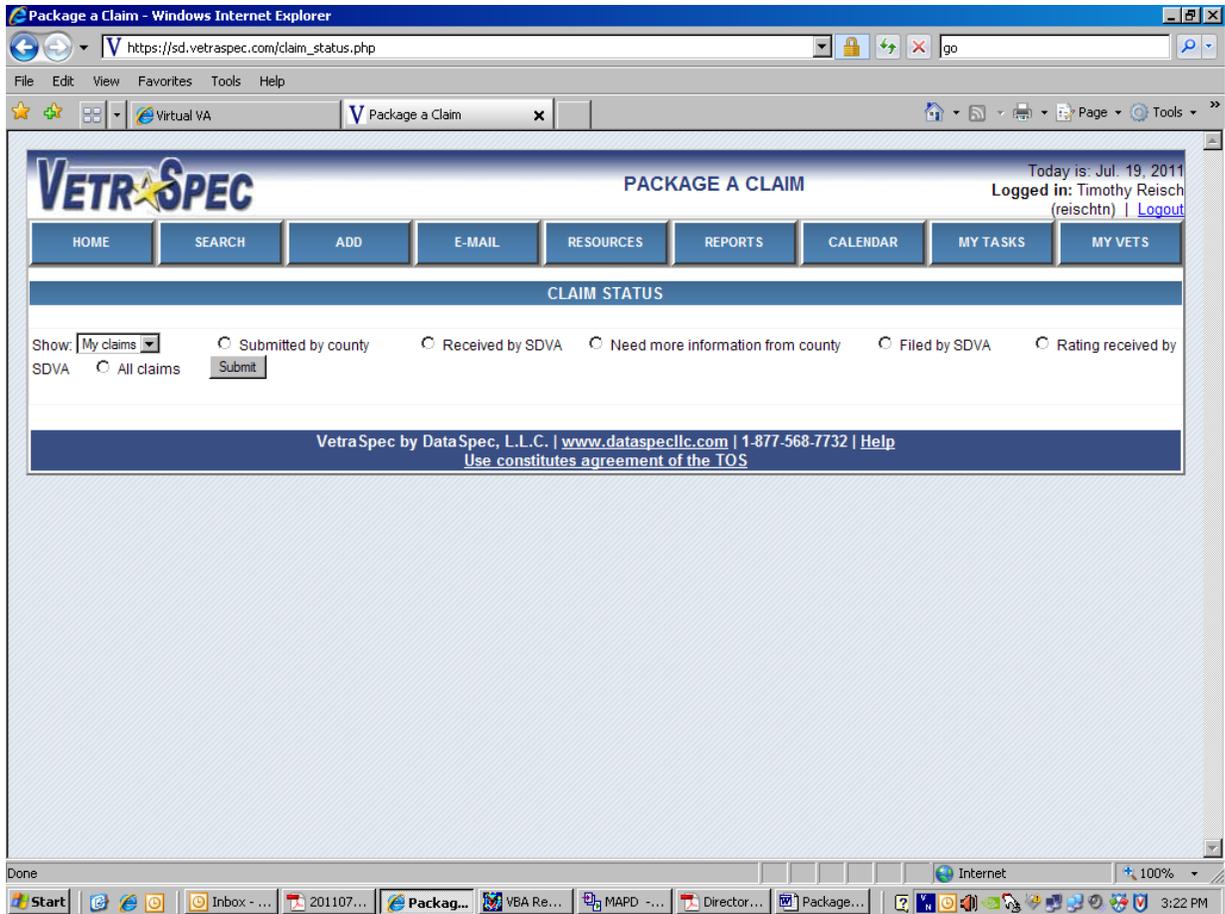
- To check the status of this new claim or any other claim you need to go back to the **Home** page...



Click on **Claims**

- This will take you to a screen that will ask you a few search options to find the recent claims you have submitted via the *Package a Claim* function in Vetraspec.

- The screen that appears when you click on the **Claims** tab looks like...



- This page will allow you to choose from a variety of search options to filter the claims you want to check on.
- The search options are...
 - Submitted by county
 - Received by SDVA
 - Need more information from county
 - Filed by SDVA
 - Rating Received by SDVA
 - All Claims
- Once you have the desired search filter options you want selected you can click on the **Submit** button.
- The screen that appears when you click on the **Submit** button looks like...

VETR★SPEC PACKAGE A CLAIM Today is: Jul. 19, 2011
 Logged in: Timothy Reisch (reischtn) | [Logout](#)

HOME SEARCH ADD E-MAIL RESOURCES REPORTS CALENDAR MY TASKS MY VETS

CLAIM STATUS

Show: Submitted by county Received by SDVA Need more information from county Filed by SDVA Rating received by SDVA All claims

SUBMITTED							
VET	DATE PACKAGED	STATUS	NOTES	COUNTY	CVSO	CLAIMS OFFICER	ACTION
[Boxed]	07-19-2011	<input type="checkbox"/> Received	DEPENDENT'S GUARDIAN FILES FOR APPORTIONMENT.	Pennington	Neal Lutke	Lucy Hartman	Edit Delete Print
[Boxed]	07-07-2011	Resubmitted Resent to state on: 07-07-2011 Sent to state on: 07-07-2011	FROM THE CVSO: Veteran is also requesting to enroll in VocRehab. Application was sent through the mail. Veteran is requesting a re evaluation of his 20% service connected knee condition. He continues to have problems and is hindering his job. Veteran also has blood in his urine which he attributes to taking the pain medication for his knee. Veteran also has high blood pressure which he was prescribed medication for initially be VA. He believes the condition is also related to his military service.	Pennington	Dan Kivi	David Wells	Edit Delete Print

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 Use constitutes agreement of the TOS

- As you can see above, this screen shows the name and file number of the vet. (Boxed out for privacy reasons)
- It also shows the date the claim was packaged and current status of the claim.
- The notes section shows any notes left by either the CVSO or claims office employee.
- You can also see the county the claim came in from and the CVSO of the respected county.
- You can see who the claims officer is who is working the claim in Sioux Falls.
- Finally, under the Action section you can edit, delete, or print the claim status out.
 - NOTE: The claims office staff are the only users who are authorized to delete claims.

Notes

- Once you have submitted your claim via the *Package a Claim* function it will automatically be assigned to Lucy in the Sioux Falls claims office.
- Lucy then will assign the claim to a service officer.
- If there is any more information needed or the service officer has any questions on the claim they will send it back to you to fix or add more information.
 - NOTE: This is why it is important for you to check the status of the claims you have submitted to see if more is needed from your office.
- Once the claim is sent back the service officer will then print out the claim in Sioux Falls and submit it to the VA for adjudication.
 - The *Package A Claim* function is only intended to be used for veterans who are residents of South Dakota and have their POA through one of the service organizations the SDDVA represents.(Not PVA or DAV)
 - Retired Enlisted
 - SDDVA
 - VFW
 - American Legion
 - Military Order of the Purple Heart
 - Blinded Veterans Association
 - Non-Commissioned Officers Association
 - American Ex-POW

My Vets

- When clicking on this tab you will be taken to a screen that shows a list of all veterans assigned to you in your county.

Veterans Page (Cont)

- We now will look at the top row of tabs on the veterans page.
 - We will start from right to left.

My Tasks

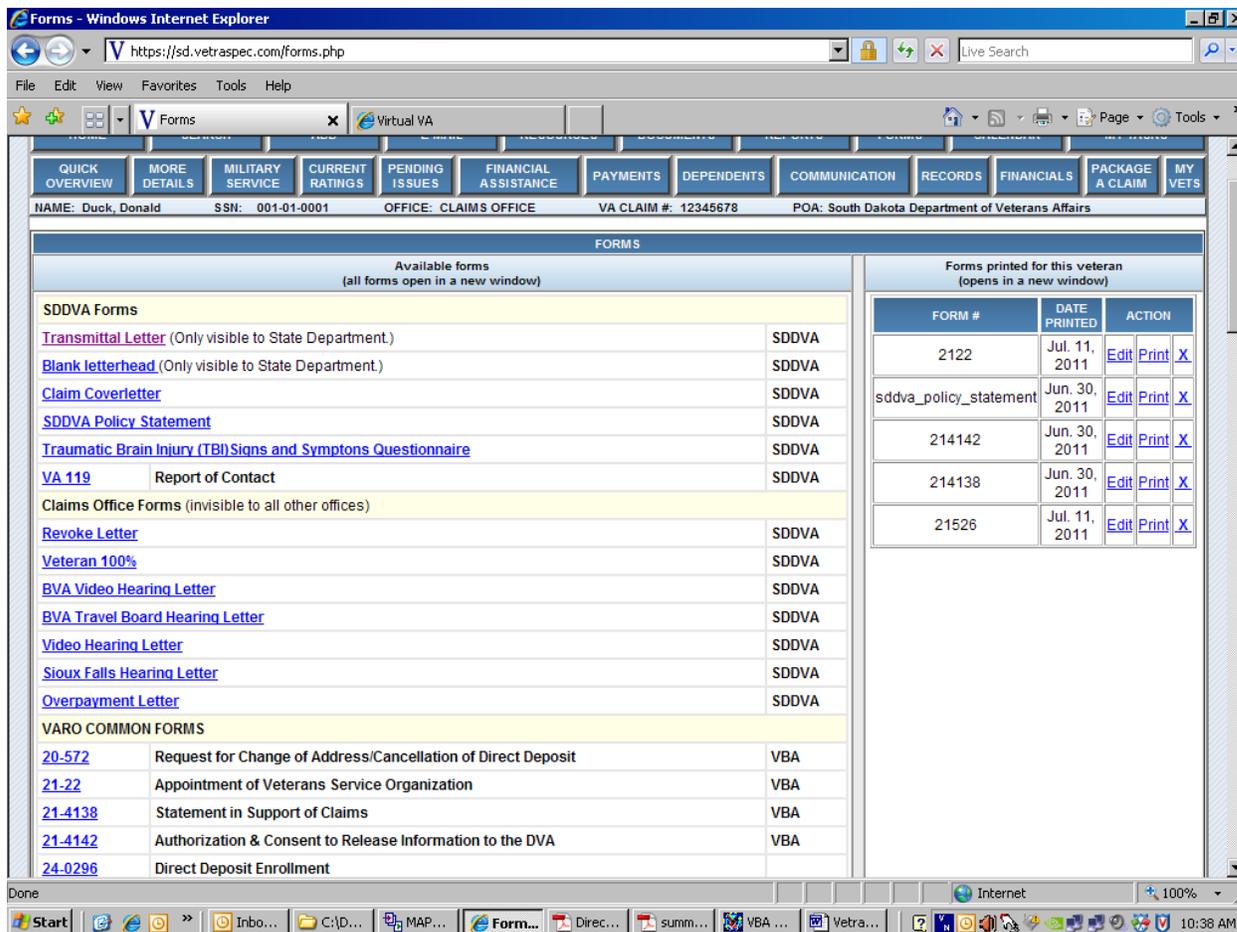
- You will not be using this tab in Vetraspec

Calendar

- This will take you to a fillable calendar you can use if you wish.

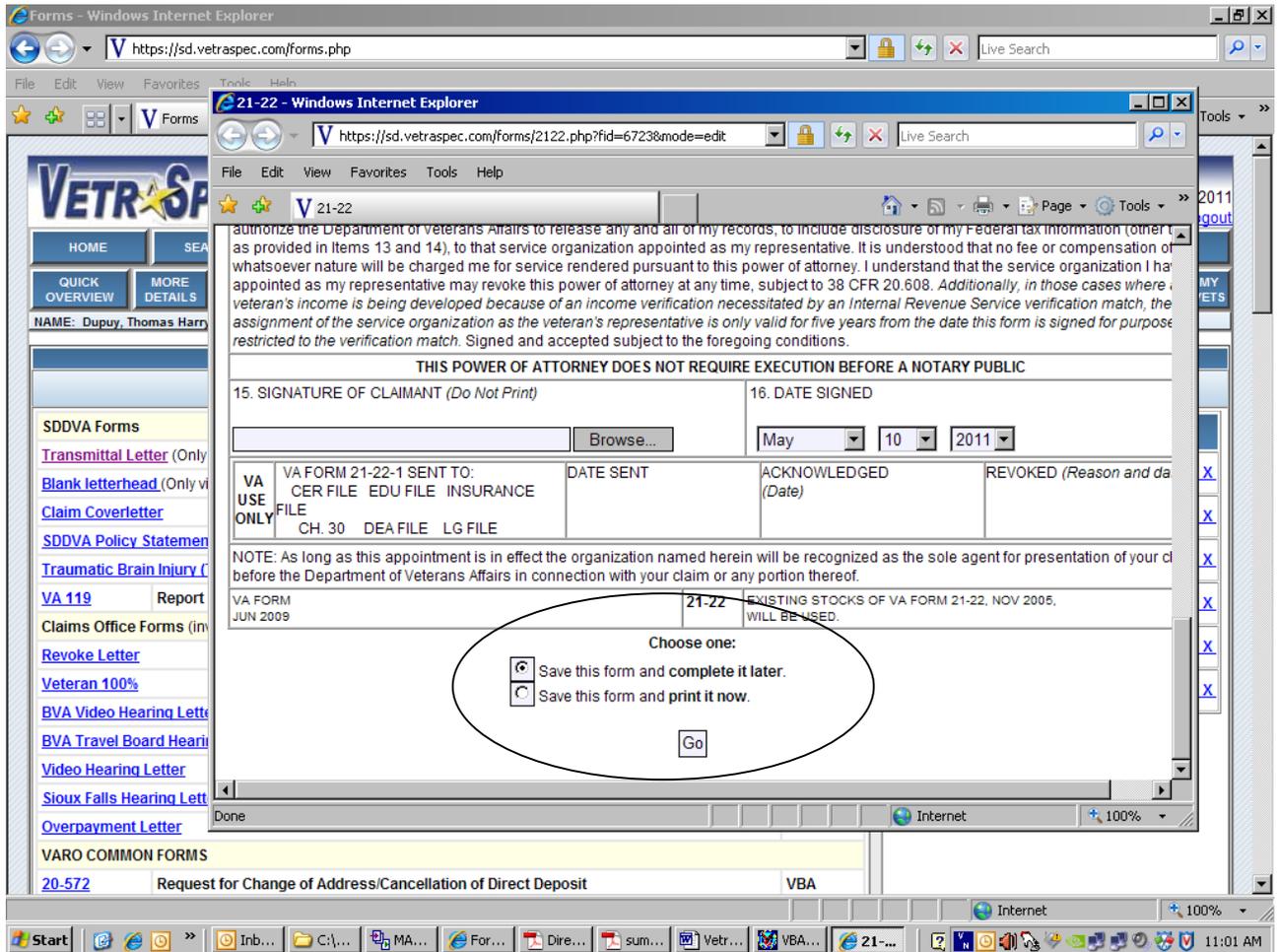
Forms

- When you click on the **Forms** tab the following screen will appear...



- On this page you will be able to complete a broad number of forms available.
- The forms listed on the left side of the screen are blank and new.
- Once you click on the desired form it will pop up in a new window.
 - Vetraspec will automatically pull any information over into the form that you have already put into the veterans page such as...
 - Name
 - DOB
 - Social Security Number
 - Military Service
 - Dependents

- Once you are done with the form you can either print it now or save it to complete it later.
- You will have these two options at the bottom of the form.
- This looks like...



- If you click on *save this form and print it now* a widow will appear with a print preview of the form.
- You will then just need to select *Print* and select the desired number of copies.
- If you click on *save this form and complete it later* Vetraspec will save the form as you have completed for you to complete at a later time.
 - Even if you are done with the form you can use this function to save the completed form in the forms page.

- The completed and saved forms appear on the right side of the forms page.
- An example of these forms is circled in the window below...

Available forms (all forms open in a new window)			Forms printed for this veteran (opens in a new window)		
SDDVA Forms			FORM #	DATE PRINTED	ACTION
Transmittal Letter (Only visible to State Department.)	SDDVA		Transmittal	Aug. 01, 2011	Edit Print X
Blank letterhead (Only visible to State Department.)	SDDVA		Transmittal	May. 20, 2011	Edit Print X
Claim Coverletter	SDDVA		21526b_supp_claim	May. 20, 2011	Edit Print X
SDDVA Policy Statement	SDDVA		Transmittal	May. 10, 2011	Edit Print X
Traumatic Brain Injury (TBI) Signs and Symptoms Questionnaire	SDDVA		2122	May. 10, 2011	Edit Print X
VA 119 Report of Contact	SDDVA		sddva_policy_statement	May. 10, 2011	Edit Print X
Claims Office Forms (invisible to all other offices)					
Revoke Letter	SDDVA				
Veteran 100%	SDDVA				
BVA Video Hearing Letter	SDDVA				
BVA Travel Board Hearing Letter	SDDVA				
Video Hearing Letter	SDDVA				
Sioux Falls Hearing Letter	SDDVA				
Overpayment Letter	SDDVA				
VARO COMMON FORMS					
20-572	Request for Change of Address/Cancellation of Direct Deposit	VBA			
21-22	Appointment of Veterans Service Organization	VBA			
21-4138	Statement in Support of Claims	VBA			
21-4142	Authorization & Consent to Release Information to the DVA	VBA			
24-0296	Direct Deposit Enrollment				

- Once these forms are saved they appear on the right side of the **Forms** screen.
- Vetraspec shows you the...
 - Form #
 - Date Printed (Even if you haven't printed the form the date will be when you last edited the form)
- You can also edit the form, print the form, or delete the form if you wish.
 - **Note:** Once you delete a form you there is no way to recover it.
- All forms that show up saved on the right side of this screen will be available to you to use in the *Package a Claim* function of Vetraspec.
 - **Note:** You can complete the form, save it, then go to the *Package a Claim* tab and submit it to the claims office.
- If you have issues with the forms page it is important to call the claims office for assistance, they can see what you have saved and may be able to talk you in the right direction if you are having issues finding a form.

Reports

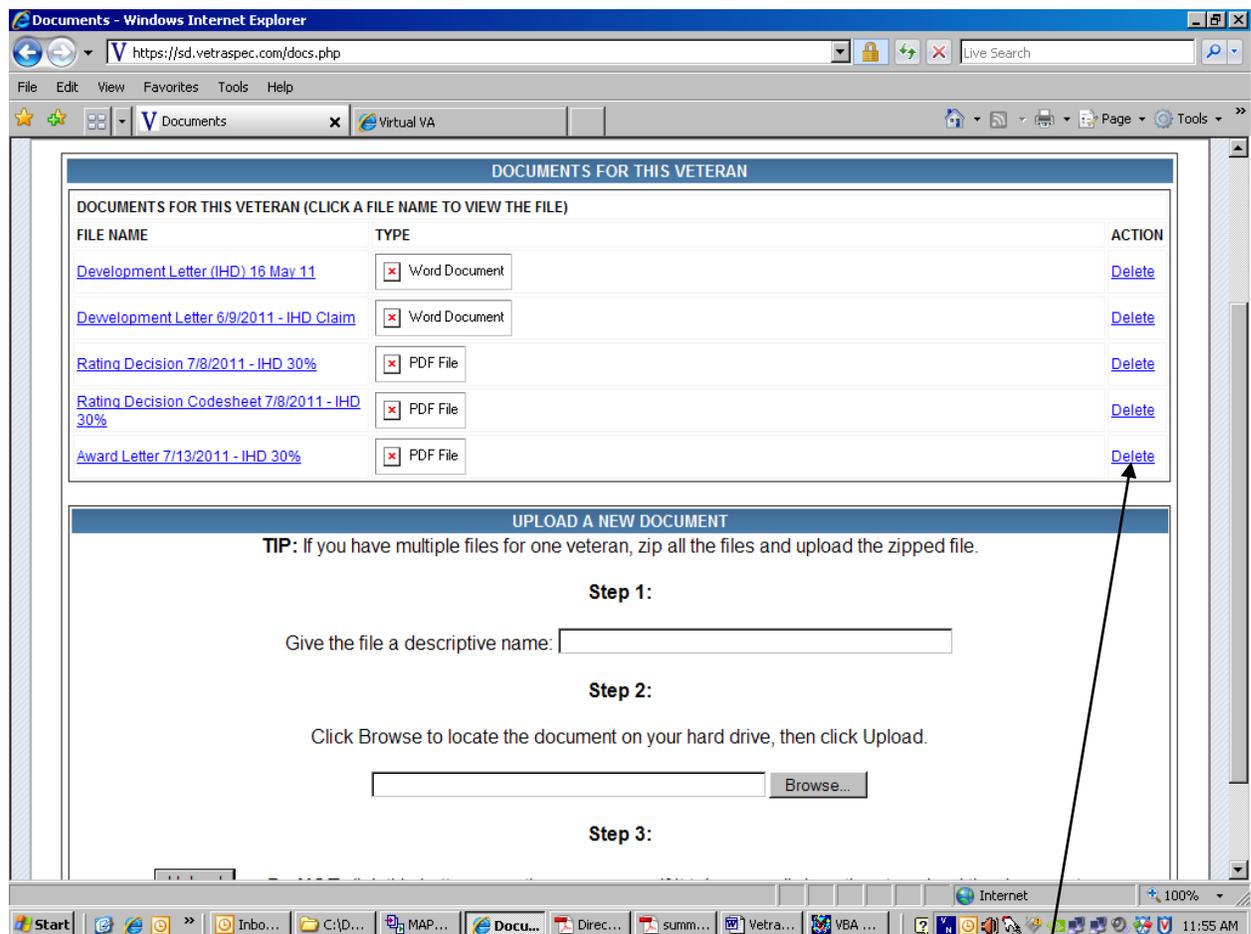
- When clicking on the reports tab Vetraspec takes you to a page that allows for a number of different reports to be run to give you general information on the veterans in your county.
- When you click on the **Reports** tab the following screen will appear...

The screenshot shows the Vetraspec Reports page. At the top, the logo 'VETRASPEC' is displayed. The page title is 'REPORTS'. The date is 'Today is: Aug. 01, 2011'. The user is logged in as 'Timothy Reisch (reischtn)' with a 'Logout' link. The navigation menu includes 'HOME', 'SEARCH', 'ADD', 'RESOURCES', 'REPORTS', 'CALENDAR', and 'MY TASKS'. The main content area is titled 'REPORTS' and is divided into several columns of links for various reports. The columns are: PENDING ISSUES, RECOVERIES, COMMUNICATION, RECORDS REQUESTS, CURRENT RATINGS, FINANCIAL ASSISTANCE, and DIAGNOSTIC CODES. Each column contains multiple links for filtering and viewing reports.

- As you can see there is a variety of different reports that you can choose from.
- These reports give you a way to track what is going on in your county.
- You can check on all pending issues you have going, total retro amounts, total monthly award amounts, Etc.
- You can use all these reports or none of them; it is simply a feature for your convenience if you wish to use it.

Documents

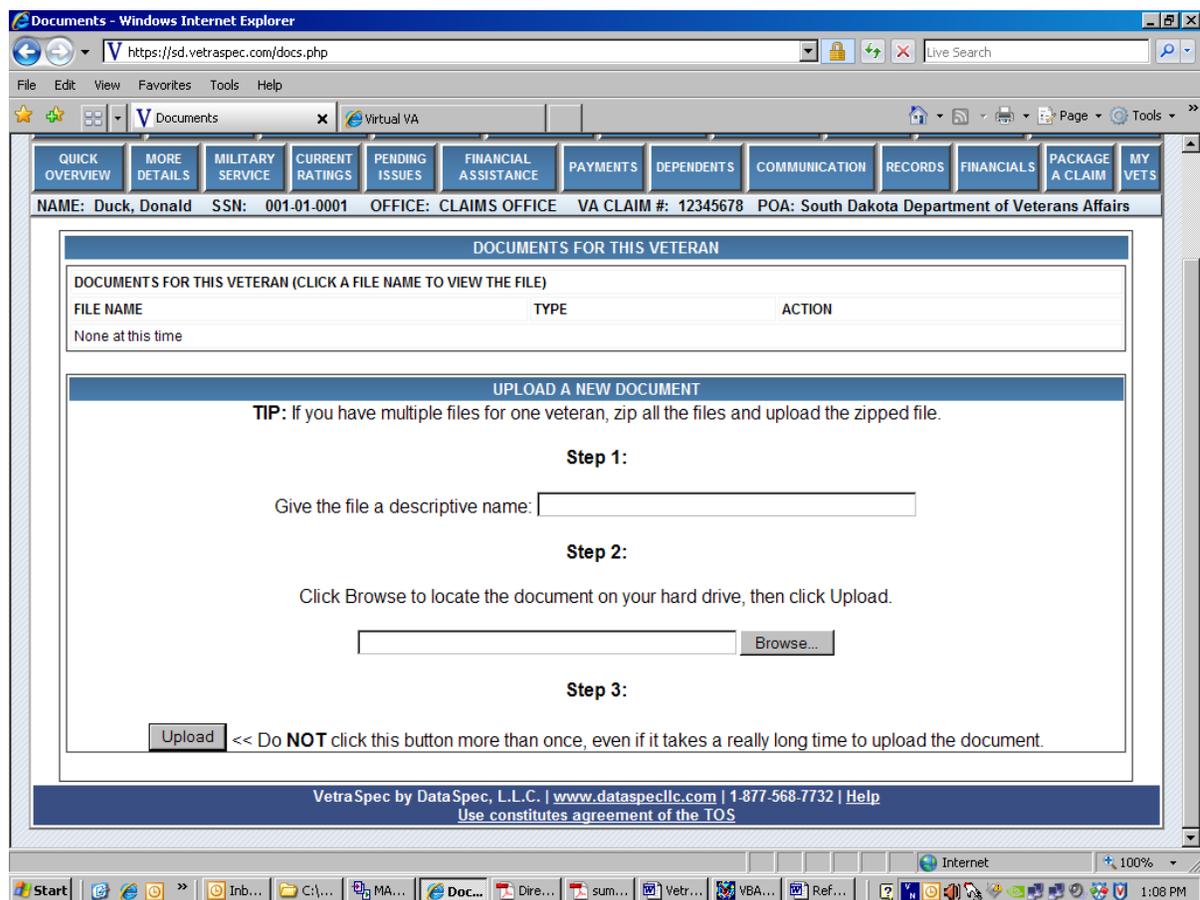
- This page shows all documents that have been uploaded to the veterans page.
- Generally the documents in this page are letters the veteran has received from the VA at some point in time.
- The letters are labeled as...
 - Development Letter mm/dd/yyyy (These are typically letters that are sent to the veteran prior to the rating decision)
 - Rating Decision mm/dd/yyyy
 - Rating Decision Codesheet mm/dd/yyyy (This shows all conditions the veteran is service connected for, also any conditions that the veteran has put in for but was denied)
 - Notification Letter mm/dd/yyyy (These can be a variety of letters from the VA such as Drill Pay Adjustments, Benefit Summary's, Etc.)
- Other documents in this area can be forms that you have filled out by hand with the veteran, and then scanned into Vetraspec.
- For an existing veteran this screen will look something like...



- From this screen you can click on the desired document which will appear in a new window for you to view.
- You can also delete an unwanted document from this page by clicking **Delete**.

Uploading Documents into Vetraspec

- We will now go through a step by step process of how to upload documents into Vetraspec.
 1. You will scan the desired document into a temporary location file.
 - You can create a Scanned Documents folder on your desktop to save your scans into.
 2. Once you have scanned the document, rename the file so you know what it is.
 3. Once the file is saved you will go to the **Documents** tab in Vetraspec
 - Once you click on **Documents**, the following screen will appear...



- As you can see there are three steps to uploading the document.
 - **Step 1:** In this block you will give the file a descriptive name, a list of examples of how to name files is listed below.

Reference Sheet – How to Label Scanned/Uploaded Documents

County:

Forms: Use the VA form Number followed by the date it was filled out. Do not use special characters other than _

Examples:

VAFORM21526_06JAN16

DD214_09APR16

If you are uploading miscellaneous documents just name them accordingly. Be descriptive when possible.

Examples:

210781_2July2016

PTSDstatement2July2016

MedicalRecords2July2016

- **Step 2:** In this block you will click on *browse*, this will make a window pop up where you will find the folder you saved your scan into and double click on the file you want uploaded.
- **Step 3:** Once you have the correct file in step 2 you can click on **Upload** in step 3
 - This will upload the document into Vetraspec.

- **NOTE:** Everyone's scanner is set up differently in each respective county, consult your field officer for help in setting up your scanner, and/or uploading files.
 - As always, the claims office is always available to answer any questions you may have.

Resources

- This will take you to a screen that will allow you to search the full text version of both the 38CFR and the M-21-1MR (the VA's Manual for Operations)

Email

- This takes you to an email system inside Vetraspec.
 - As of now we are not using this, we will continue correspondence via email through your current email address.

Add

- To learn the functions from the **Add** page, refer to page 3.

Search

- When you click on search the following page will appear...

The screenshot shows a Windows Internet Explorer browser window displaying the Vetraspec website. The address bar shows the URL <https://sd.vetraspec.com/core.php>. The page title is "WELCOME" and the date is "Today is: Aug. 02, 2011". The user is logged in as "Timothy Reisch (reischtn)" with a "Logout" link. The navigation menu includes "HOME", "ADD", "REPORTS", "E-MAIL", and "Today is: Aug. 02, 2011". The main content area is titled "Search for a Veteran" and contains a search form with the following fields: "SSN:" (with a placeholder "(xxx-xx-xxxx)"), "Last name:", "First name:", and "VA claim number:". A "Search" button is located below the "VA claim number" field. To the left of the search form is a "PENDING ISSUES" section with a "Review by:" link to "See all my veterans". Below that is a "CLAIMS OFFICE SCANNED DOCUMENTS REPORT" section with a "For:" dropdown menu set to "Claims Office" and a "Submit" button. The bottom of the page shows the Windows taskbar with various open applications and the system clock at 10:13 AM.

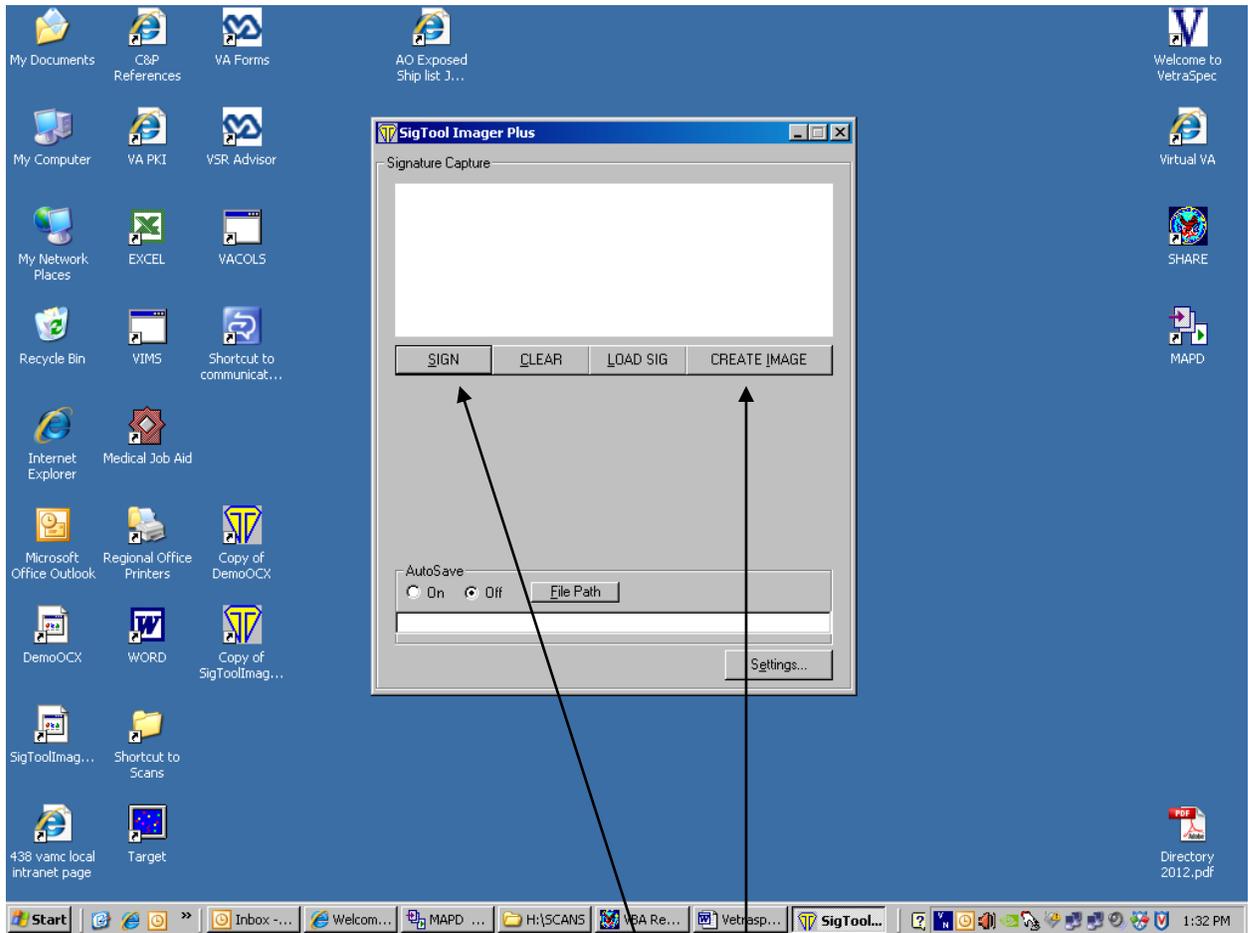
- You can search for a veteran using either the veterans...
 - Social Security Number
 - Last Name
 - First Name
 - VA Claim Number

Tabs

- We have now reviewed what happens when you click on each of the tabs in Vetraspec.
- This is a basic guide to each of these tabs and the functions available on each page.
- Remember if what you want accomplished is not pointed out in this guide, you can and should direct any and all questions to either your field officer or the claims office in Sioux Falls.

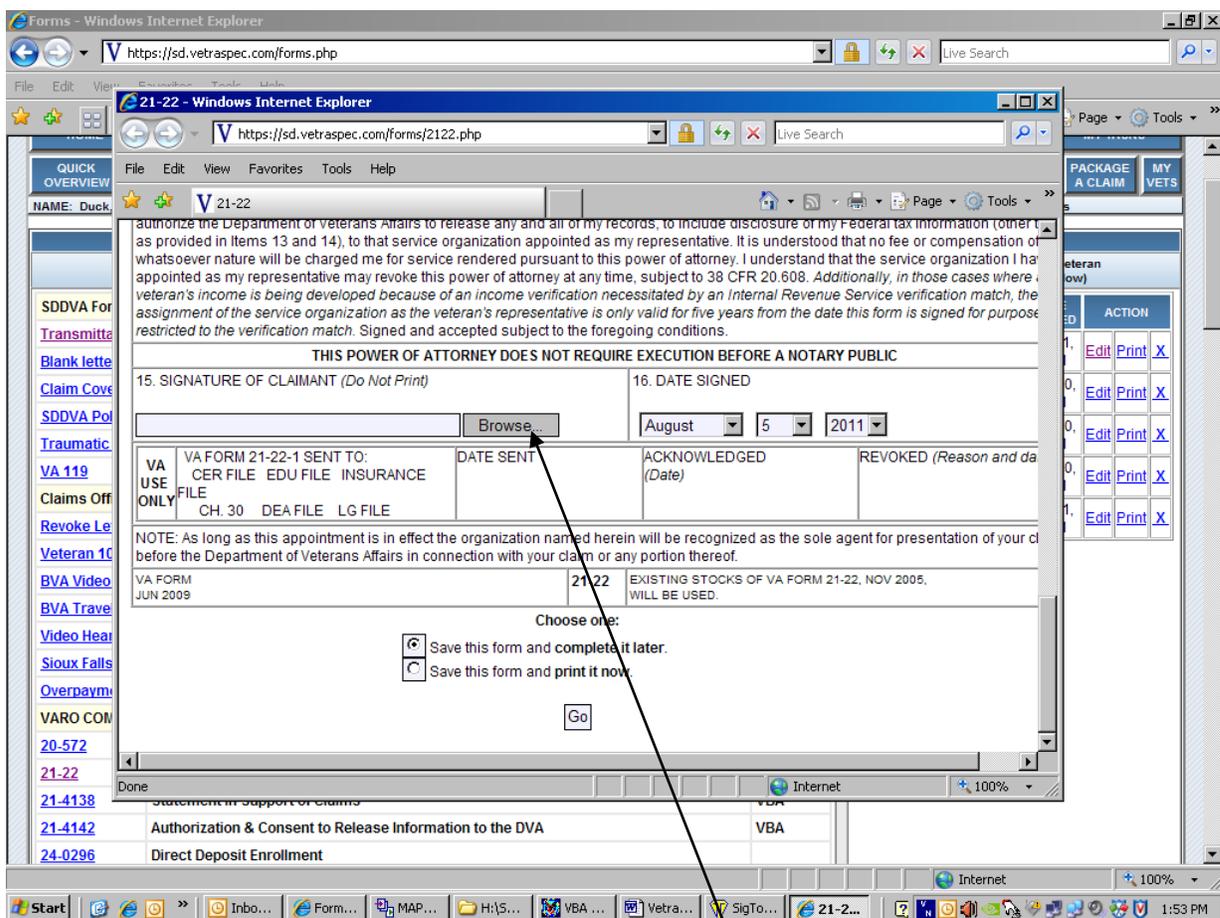
Adding Electronic Signatures onto Forms in Vetraspec

- The following will guide you on the process of getting a veterans electronic signature from the pad onto the form in Vetraspec.
- First you will click on the Signature pad icon on your desktop.
- Upon clicking on this the following screen will appear...



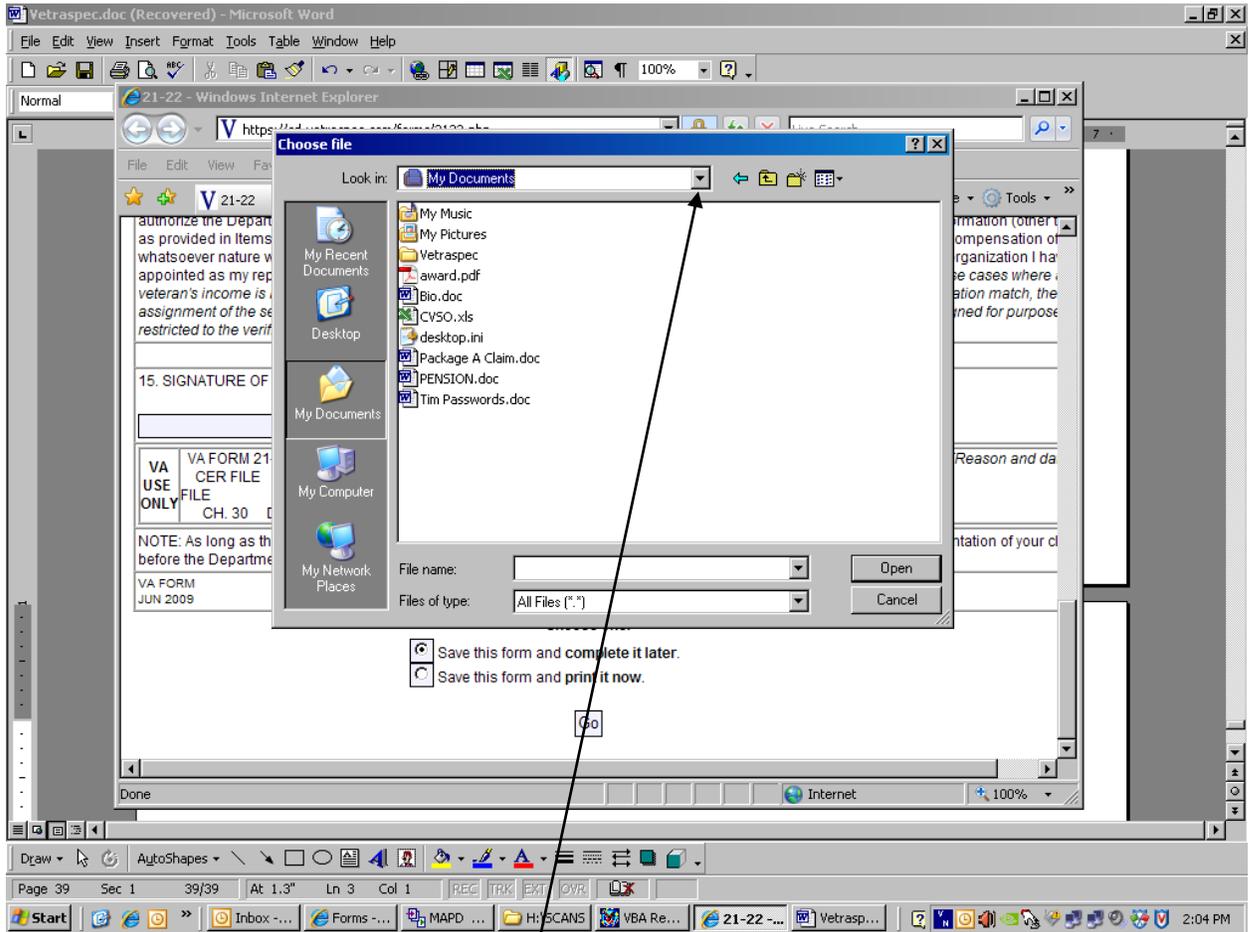
- Once this screen appears you can click on **Sign**
- After clicking sign you will have the veteran sign the pad
- Once the veteran has signed you click on **Create Image**
- After doing this you can close the Sigtool program.

- Next you will go to your **Signatures** file, or the file location you have set up to send your electronic signatures to.
- Once in this location you will find the signature you just saved and rename it to a file name that you will be able to identify the signature with the veteran.
 - A good name would be the last name of the veteran followed by their last four.
 - EX: DOE1234
- You can now close out of this folder.
- You will now go to the form in Vetraspec that you want to insert the signature into.
- You will then scroll to the bottom of the form where the signature will go, this screen will look like...



- Once at the bottom of the form you will click on **Browse**
- After you have clicked on this a new window will open

- This new window will look like...



- You will now click on the drop down menu and find the file that you saved the signature into earlier.
- Once you have found the signature you will double click on it.
- This will insert the electronic signature into the form.
- The last steps are selecting either, save this form and print *it now* or *save this form and complete it later*.
- This will save the signature into the form for later use.

Note

Again, you can and should direct any and all questions in this area to either your field officer or the claims office in Sioux Falls.